Meet with contractors concerning entry of data into SEMS, metadata to EPA, and redacction

	Start	Completion
Meet with contractors concerning entry of data into SEMS, metadata to EPA, and redacction	10/07/14	10/07/14

Collection #1 (raw data):

	Start	Completion
Contractor enters all documents in SEMS. Raw data consists of:	10/07/14	10/17/14

 * All releasable.
 * All non-releasable images.
EPA provides Contractor with number of EPA personnel that will review Collection #1
Contractor allocates metadata (ME) parts to EPA personnel
EPA approves Contractor's allocastion of ME parts
Contractor provides allocated ME parts to EPA personnel
EPA reviews images in all folders / SEMS imagesdocuments listed on ME as .

Collection #2 (data to be redacted): 10/24/14

EPA reviews collection #1 and on ME identifies (1) releasable (not requiring redaction) images and (2) releasable (requiring redaction) images, and (3) non-releasable images.
EPA adds to the ME bates numbers for all images in SDMS documents that require redaction.
EPA gives Contractor the ME with bates numbers for all images in SDMS documents that require redaction.
Contractor provides EPA with cost / time estimates and submit a second WRF for approval.
After Contactor gets tasking for the next WRF, Contractor adds documents to be redacted into a second Special Collection and performs draft redactions for PII on images previously identified by EPA selected bates numbers.

Contractor provides EPA with second ME (draft redactions / second collection) for EPA approval.

EPA reviews second ME (draft redactions / second collection).
EPA provides Contractor with second ME (approved redactions / second collection).
Contractor uploads approved second ME (approved redactions / second collection) into SEMS-DMS

Collection #3 (releasable collection):

Contractor creates third collection comprised of:
 * Plus releasable (not requiring redaction) images.
 * Plus releasable (redacted) images
 * Minus non-releasable images.

Collection #4 (Evidence collection)

	Start	Completion
Evidence Collection Training	00/00/14	

Progress Tracking

	Start	Completion
Redaction Training	00/00/14	00/00/14
Evidence Collection Training	10/25/14	00/00/14
Redaction progress		

EPA employee review time to identife PPI

Value	Description		Wks in MO	Total Wks
350000	Images	14-Oct	1	
4	view images per minute	14-Nov	4	
87500	# of minutes to review 350,000 images	14-Dec	5	10
1458	# of hours to review 350,000 images	15-Jan	4	14
12	# of EPA employes reviewing images			
~~121.53~~	~~# of hours for each of the 12 EPA employees assigned to review images~~			
~~12.15~~	~~Required weekly hrs for each EPA employee (1 of 12) to complete assigned review by 01/02/15~~			
~~8.68~~	~~Required weekly hrs for each EPA employee (1 of 12) to complete assigned review by 01/30/15~~			
20	# of EPA employes reviewing images			
72.92	# of hours for each of the 20 EPA employees assigned to review images			
7.29	Required weekly hrs for each EPA employee (1 of 20) to complete assigned review by 01/02/15			
5.21	Required weekly hrs for each EPA employee (1 of 20) to complete assigned review by 01/30/15			

Contractor time to redact images with PPI

Value	Description
350000	Images
3500	Estimate 1% of images with PII
1	Contractor's time estimate (1 minute) to redact PPI from one image
58.33	Estimated contractor hours to redact PPI from estimated images
	10/08/14 - Called Deborah, she suggested allow one month for completion

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